



Housing Services Notice

Date: October 24, 2025

HSN#: 2025-05
Local Housing Policy 2025 -25

This applicable legislation/policy is to be implemented effective this date by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change does not apply to your project.

- ☒ Federal Section 95 Non-Profit Housing Program
- ☒ Federal Section 26/27 Housing Program
- ☒ Federal Urban Native Non-Profit Housing Program
- ☒ Private Non-Profit Housing Program (Provincial Reformed)
- ☒ Municipal Non-Profit Housing Program (Pre-1986)
- ☒ Local Housing Corporation

Subject: Vacancy Loss Policy

To Inform community housing providers of the new Local Housing Policy regarding vacancy loss, which outlines the requirements and standards for reporting and filling vacant market and rent-geared-to-income units.

Reference:

- *Section 69(2) of the Housing Services Act, 2011.*

Per the Housing Services Act, 2011, the housing provider has a general duty to ensure that a designated housing project is well managed, maintained in a satisfactory state of repair and fit for occupancy. As the Service Manager, it is DNSSAB's responsibility to ensure that the district's community housing providers meet these standards.

A key indicator of a housing provider's performance is the average time that it takes to turn over a unit. The standard unit turnover period is one month and rarely will exceed a two-month vacancy. Prolonged vacancies can lead to increased wait times for individuals and families on the centralized waitlist and may result in negative community perceptions by having units sit vacant during a housing crisis.

Local Rule

Housing Services will only subsidize a vacant RGI unit for **up to two consecutive months**. No RGI subsidy will be provided if a vacant unit continues to be unoccupied after two consecutive months without written prior approval from Housing Services.

Additionally, all community housing providers are required to report **unit vacancies exceeding two months**. This report will include an explanation for the delay, an estimate of the occupancy date and an estimate of the total costs to turnover the unit. Housing Services may approve and cover RGI vacancies extending beyond the two month consecutive period, provided that the explanation for the delays is exceptional, and merits the continuation of subsidy (i.e. damages caused by fire or natural disaster, major capital regeneration project, etc.).

Housing Services will monitor compliance with this Policy through the Annual Information Return and Operational Reviews.

Action:

This policy will be implemented immediately.

If you have any questions or concerns regarding this or any other Housing Services Notice, please contact the Housing Services Administrator assigned to your portfolio:

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